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A summary of long term training programs (graduate study and/or research) provided for its civilian employees by the United States Air Force, and administered by colleges, universities, and senior service colleges includes information on participation, use of educational institutions, grade level and progress of employees, and current status of employees. During the period 1962 through 1966, 397 employees completed programs most of which were for a full academic year: many have received promotions and their rate of separation or transfer is much less than that of the average employee. (For information about the program in 1968, see AC 003 408.) [Not available in hardcopy due to marginal legibiligy of original document.] (nl)

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, D.C.

REPLY TO ATTN OF: AFPCPNC

SUBJECT: Summary and Analysis of Long-Term Training 13 JAN 1969

TO: Eric Clearinghouse on Adult Education
107 Roney Lane
Syracuse, New York 13210

A copy of the study entitled "Summary and Analysis of Long-Term Training, Fiscal Years 1962 - 1966" is attached.

FOR THE CHIEF OF STAFF

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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SUMMARY AND ANALYSIS OF LONG-TERM TRAINING

FYs 1962-1966

RCS: HAF-T-128 (OT)

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INTRODUCTION

1. In September 1966, Mr. John A. Watts, Director of Civilian Personnel briefed a group of senior military and civilian officials of the Office of the Secretary of Defense and various DOD components. The briefing on civilian training and development was then followed by a question and answer period. A number of questions were raised relative to long-term, full-time training given civilian employees. All questions relating to policy and program guidance were answered by Mr. Watts. Questions concerning the type of training given, the institutions utilized, the progress and retention of employees completing training were answered in general terms. Mr. Watts indicated that detailed information concerning such training was available but on a decentralized basis. If required, commands and installations could exact detailed information from existing personnel records. To date, there has been no requirements to maintain such data at Headquarters USAF. In the future, under an automated personnel system (PDS-C) such information could be extracted on a response basis.

2. During the question and answer period that followed Mr. Watts' presentation, the same general questions concerning long-term training was asked of Army, Navy and DSA officials. Their response was essentially the same as that of Mr. Watts that complete information was available but only on a decentralized basis. General Kieffer stated that the Air Force would obtain detailed information on long-term training and asked Mr. Watts to have such information extracted from existing records. Dr. Ferraro suggested that a study be made which would include the courses or programs taken, the institutions attended, the progress and grade level of participants, current status and if the employees left, where did they go. Dr Ferraro requested

that the study include only the last five years. Mr. Watts agreed to conduct such a study.

3. On 30 September 1966, an AFPCPBB all command letter subject: Long-Term Training Report, RCS:HAF-T 128 (OT) requested each command provide data on all civilian employees who completed long-term training during fiscal years 1962 through 1966. The attached report represents a summary and an analysis of the data supplied by the commands.

SUMMARY AND ANALYSIS OF LONG-TERM TRAINING REPORT

1. General. A review of long-term, full-time graduate study and/or research programs for the fiscal years 1962 through 1966 was conducted by the Career Development Branch. Long-term, full-time graduate study and/or research hereafter called long-term training includes training in one program at a college or university of more than 120 days duration. For the purpose of this review, long-term training also includes programs of Armed Forces Colleges and the Air Force Institute of Technology. Not included in this review are apprentice programs, work-study programs and factory training though these programs may be more than 120 days duration. Only those programs that are conducted at a college or university on a full-time basis are included.

a. Air Force policy is to plan and provide for the training, development and career planning of civilian personnel to accomplish Air Force missions. To carry out this responsibility, the Director of Civilian Personnel, Headquarters United States Air Force plans, develops and maintains training and development programs which will attract, develop and retain civilian personnel to meet continuing and projected Air Force requirements.

b. Programs of long-term training are provided under the Government Employees Training Act and implementing directives. The Director of Civilian Personnel, Headquarters United States Air Force reviews and approves the training of more than 120 days duration of civilian employees by, in or through non-Government facilities. Selection of civilian employees for attendance at senior service schools is by a Headquarters United States Air Force Committee composed of senior management officials.

2. Participation in Long-Term Training Programs. During five year

period FY 1962 through FY 1966 there were 397 civilian employees who completed long-term training programs. All but six commands had participants in these programs. Table 1 shows participation by the major commands. Greatest participation was by the Air Force Systems Command with 188 employees completing long-term training. The Aeronautical Chart and Information Service had 65 persons completing, the Air Force Logistics Command had 59 persons completing and the Office of Aerospace Research had 39 persons completing programs during this period. Most of the programs utilized by the Air Force Systems Command and the Office of Aerospace Research were in the scientific, research and development areas. All but one of the programs utilized by the Aeronautical Chart and Information Service were specialized graduate programs in astronomy,, geodesy, and photogrammetry. The majority of the programs utilized by Air Force Logistics Command were those offered by the Armed Forces Colleges, the Air Force Institute of Technology, and fellowships granted by the Alfred P. Sloan Foundation and National Institute of Public Affairs.

a. The major fields of study in long-term programs can be classified into seven broad categories. These are: Business and Public Administration, Life Sciences, Mathematics and Statistics, Physical Sciences, Social Sciences, Senior Service Schools and Fellowships. The number of persons completing programs in each of these categories for the past five years is outlined in Table 2. There were 209 employees who completed programs in the physical sciences and 62 employees who completed programs at the senior service schools.

b. Most of the programs utilized were for a full academic year. Five employees completed programs of less than 150 days, 114 employees

completed programs that varied from 150 days to 199 days, 101 completed programs that varied from 200 to 249 days, and 177 completed programs that were in excess of 250 days.

c. There were a total of 37 employees who completed programs in the category of Business and Public Administration. A detailed breakout of these programs is outlined in Table 2a. Specific programs included Logistics Management, Reliability Engineering, Industrial Engineering and Systems Management.

d. There were 12 employees who completed programs in the category of Life Sciences. A detailed breakout of these programs is outlined in Table 2b. Specific programs included Biochemistry, Human Engineering, Industrial Health, Neurophysiology, Occupational Medicine, and Physiology.

e. There were 41 employees who completed programs in the category of Mathematics and Statistics. A detailed breakout of these programs is included in Table 2c. In addition to advanced mathematics and statistics, there were specialized programs in operations research, computer sciences, artificial intelligence and multivariate analysis.

f. There were 209 employees who completed programs in the category of the Physical Sciences. A detailed breakout of these programs is included in Table 2d. In addition to specialized programs in electronics, astronautics and aeronautics; mechanical, electrical and metallurgical engineering; chemistry and physics, there were specialized graduate programs in astronomy, geodesy, metrology, and photogrammetry.

g. There were nine employees who completed programs in the Social Sciences. A detailed breakout of these programs in included in Table 2e. Most of these programs were in psychology.

h. There were 62 employees who completed resident courses at the senior service schools. These included 23 employees who completed the program at the Air Command and Staff College and 13 employees who completed the program at the Air War College; 21 employees who completed the program at the Industrial War College and five who completed the program at the National War College. A detailed breakout of these programs is included in Table 2f.

i. A total of 27 employees received fellowships and awards. These included 12 employees who received Career Education Awards sponsored by the National Institute of Public Affairs; 14 employees who received the Alfred P. Sloan Fellowship in Industrial Management; and one employee who received a Princeton Mid-Career Fellowship. A detailed breakout of these programs is included in Table 2g.

3. Utilization of Educational Institutions. Colleges and universities located throughout the United States and at several overseas locations were utilized in meeting the long-term training needs of the Air Force. Senior service schools such as the Industrial College of the Armed Forces and National War Colleges at the DOD level; and the Air War College and Command and Staff College were also utilized in addition to long-term programs offered by the Air Force Institute of Technology.

a. A total of 56 colleges and universities located in 28 states and the District of Columbia were utilized in meeting the long-term training needs of 274 employees. A detailed breakout of these non-Federal Institutions utilized for such training is contained in Table 3. Of particular significance was Ohio State University with a graduate study center located on Wright-Patterson Air Force Base. Ohio State University was utilized for providing long-term training for 75 employees.

b. Nine foreign universities were utilized to provide long-term training not available within the United States. The use of foreign universitites was approved by the Assistant Secretary of Defense (Manpower) after consultation with the Department of State. A detailed breakout of the foreign institutions utilized is contained in Table 4.

c. A total of 116 employees completed programs given at senior service schools and the Air Force Institute of Technology. There were 62 employees who completed programs at the Industrial College of the Armed Forces, National War College, Air Command and Staff College and Air War College. A total of 52 employees completed graduate programs at the AFIT School of Engineering and AFIT School of Systems and Logistics. A detailed breakout of the DOD and Air Force institutions utilized is contained in Table 5.

4. Grade Level and Progress of Employees. The majority of employees entered into long-term training programs were classified at grade level GS-13 and above. Of the 397 employees completing long-term programs, 111 were at the GS-13 grade level. Fifty employees received promotions immediately upon return to their organizations at the end of the training period. A total of 173 employees or 43.8% of all employees completing long-term programs during this period have received promotions. Of this number, 69 employees received at least a two grade promotion. A detailed breakout of the grade level and progress of employees completing long-term training programs is contained in Table 6.

5. Current Status of Employees. Retention of employees who completed long-term training programs is considerably greater than the average employee. This is partly due to a service obligation equal to three times the length of training and partly to greater career opportunities

resulting directly from the training. In all cases where the employees left the Air Force, the service obligation was either completed, or the Air Force reimbursed if the obligation was not completed. Service obligations are transferred within the Department of Defense when an employee is reassigned to another Department of Defense activity.

a. The retention rate for employees completing long-term training for the entire five year period was 94.2% within Government and 88.2% within the Air Force. Of the 374 employees that have continued with Government employment, 351 are still assigned to the Air Force. A detailed breakout of the current status of employees who completed long-term training is contained in Table 7.

b. A total of 23 persons were transferred to other Department of Defense activities and/or other Federal agencies. Eleven employees were reassigned within the Department of Defense, seven were transferred to defense related activities such as NASA, CIA, and AEC, and five to non-defense related agencies. Eleven employees left Air Force employment to enter private industry and eleven left to join academia either as a faculty member or to pursue post-graduate study and research. One employee died during this period. A detailed breakout of all separations and transfers from Air Force employment is contained in Table 8.

c. Statistical data available within the Directorate of Civilian Personnel indicates that the average annual separation rate for employees leaving the Air Force during the past five years is 21.1%. The average annual separation rate for employees who completed long-term programs was approximately one-third or 6.9%. This separation rate includes transfers to other DOD activities as a result of transfer of function,

or promotional opportunities as well as transfers to other Government agencies in addition to separation from Government employment. Data on the over-all Air Force-wide separation rates is contained in Table 9.

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WILSON, LYNN P. — Army Internship FY 65 (GS-7)

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